



DEPARTMENT OF THE NAVY

COMMANDER  
NAVAL RESERVE READINESS COMMAND  
REGION ELEVEN  
1803 DOOLITTLE AVENUE  
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 1601.1C  
N1

20 JAN 1991

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 1601.1C

Subj: COMMAND DUTY OFFICER (CDO) AND DUTY PETTY OFFICER (DPO)  
WATCH ORGANIZATION AND PROCEDURES

Ref: (a) U.S. Navy Regulations, 1990  
(b) COMNAVRESFORINST 3070.1E  
(c) OPNAVINST 3120.32C  
(d) NASJRBFTWORTHINST 3730.3

Encl: (1) Command Duty Officer Qualification/Review Sheet  
(2) Duty Petty Officer Qualification/Review Sheet  
(3) Beeper Operation  
(4) Duty Petty Officer Daily Checklist

1. Purpose. To establish specific watch organizational duties, responsibilities and procedures for the conduct of Naval Reserve Readiness Command, Region Eleven (REDCOM 11) watches under the provisions of references (a) through (d).

2. Cancellation. REDCOMREG11INST 1601.1B.

3. Watch Organization. The watch organization for this staff consists of a CDO, who is the direct representative of the Commander, and DPO who reports to and assists the CDO in carrying out assigned duties and responsibilities.

4. Senior Watch Officer (SWO). The SWO will be designated by the Chief of Staff/Chief Staff Officer and is responsible for preparing and maintaining watchbills, for training duty personnel, and proper watch standing at the Readiness Command.

5. Policy. Watchstanders will comply with the applicable requirements contained in paragraph six below. Each watchstander will qualify for the watch by completing the requirements of enclosure (1) for CDO, or enclosure (2) for DPO.

a. CDO watchstanders will include all assigned active duty officers and Chief Petty Officers excluding the Commander, Deputy Commander, Chief of Staff/Chief Staff Officer (COS/CSO) and Command Master Chief.

b. DPO watchstanders will include all assigned active duty personnel E-6 and below.

exercised. The CDO shall take positive action when required and seek guidance from department heads on matters related to those departments. Additionally, the CDO shall:

(1) The oncoming CDO will relieve the watch at 0730. The offgoing CDO will conduct a formal CDO turnover with the designated relief, reporting all circumstances, unusual occurrences, unexecuted orders, and not yet completed actions to the relief. The oncoming CDO will inform the COS/CSO that he/she has assumed the duty and obtain any further necessary instructions. He/she will report assumption of the watch to the Readiness Commander/Deputy on those occasions that the COS/CSO is not on board. The CDO will arrive on board at 0700 and remain on board until 1630 on normal working days. After 1630, the CDO shall remain available by duty pager and be responsible for all urgent/emergency mission requirements.

(2) Inventory and accept responsibility and accountability for contents in the CDO brief case and the duty safe.

(3) The CDO will be present in the headquarters building during assigned hours Monday through Fridays and on drill weekends.

(4) Ensure all required security inspections have been made by verifying with the DPO each morning and prior to securing for the day. The CDO is responsible for overall security and safety. The CDO will report all security violations at the beginning of working hours the next working day or immediately, if circumstances warrant, to the COS/CSO.

(5) Notify the applicable department head of any actions or conversations concerning their department that occur during off-duty hours, especially those dealing with flight advisories and members on IDTT/AT/TAD who experience difficulties.

(6) Provide all assistance possible to requests. Request assistance from applicable departments when necessary.

(7) Be familiar with and ready to respond to mobilization and/or LERTCON procedures and to implement the staff recall bill when directed by higher authority.

(8) Be familiar with initiating/releasing message traffic. In the event emergent messages must be sent or received, contact the Director of Command Services to coordinate assistance in operation of the Gateguard system.

fire and safety hazards, security conditions, energy conservation violations and cleanliness of REDCOM il spaces.

(16) Perform such other duties as may be prescribed by competent authority.

(17) Maintain a pass down duty log of all pertinent occurrences during the period of duty. The CDO will sign the log at the completion of each watch. The SWO and COS/CSO may periodically review entries. As a minimum, the following items should be listed in the duty log:

(a) Signed statement indicating assumption of the watch.

(b) Any calls on the pager requiring action by the REDCOM or CDO/DPO.

(c) Date and time of staff members checking out on emergency leave and/or leave extensions. This will be entered on the individual's leave authorization form when presented to the CDO.

(d) Travel information of visiting inspection parties and VIPs.

(e) LERTCON exercises and drills which affect duty personnel.

(f) Changes to THREATCON or DEFCON level.

(g) Death or serious injuries to personnel.

(h) Arrest or apprehension of any person on board or any member of the staff at any location.

(i) Discovery of building intrusion/break-ins or attempts of such.

(j) Significant theft or destruction to government or personal property.

(k) Automobile accidents involving staff members or assigned vehicles (government owned or leased).

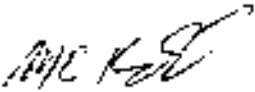
(l) Emergency situations, such as fire, tornado damage, bomb threat, etc.

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by 1830 to secure the building and conduct required security checks.

(8) Perform such duties as may be assigned by the CDO or other competent authority.

7. Action. All watchstanders shall be qualified and approved for assignment to the watchbill per enclosures (1) or (2); be familiar with the procedures, duties and responsibilities as outlined in this instruction and carry out these duties to the best of their ability.

  
M. E. KIDD  
Chief of Staff

Distribution: (COMNAVRESREDCOMREG11INST 5216.1Q)  
List A

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## COMMAND DUTY OFFICER QUALIFICATION REVIEW SHEET

\*\*\*\*\*  
 This qualification sheet is designed to familiarize you with the minimum knowledge/performance requirements of a Command Duty Officer. It is to be completed within four weeks of your first indoctrination watch. Signature of the cognizant staff member indicated for each item is required. ("IND" = individual trainee).  
 \*\*\*\*\*

NAME: \_\_\_\_\_ DATE STARTED: \_\_\_\_\_  
 \*\*\*\*\*

<u>A. PRELIMINARY REQUIREMENTS</u>	<u>DATE</u>	<u>SIGNATURE</u>
1. Review service record for SECRET Security clearance. Initiate Final clearance from DONCAF.	_____	(ASST SECGR)
 <u>B. GENERAL DUTIES AND RESPONSIBILITIES</u>		
1. Review <u>COMNAVRESFORINST 3070.1E</u>	_____	(IND)
2. Read <u>REDCOMREG11INST 1601.C</u> Command Duty Officer and Duty Petty Officer Watch Organization and Procedures.	_____	(IND)
 <u>C. PHYSICAL/OPERATION SECURITY</u>		
1. Review <u>REDCOMREG11INST 5510.6B</u> Classified Security Program.	_____	(IND)
2. Differentiate responsibilities of Base Security/OOD/Fire Dept/ Emergency Care.	_____	(CDO)
3. Demonstrate familiarization with keys, security check sheets and safes.	_____	(CDO)

(Encl 1)

- |   |       |       |       |
|---|-------|-------|-------|
| 3. Review procedures in the event of a bomb threat. | _____ | _____ | (CDO) |
| 4. Locate fire extinguishers.                       | _____ | _____ | (CDO) |
| 5. Identify telephone numbers for:                  |       |       |       |
| a. Fire Department                                  | _____ |       |       |
| b. Medical Emergency                                | _____ |       |       |
| c. Base Security/Police                             | _____ |       |       |
| d. Navy and Marine Corps Relief Society             | _____ |       |       |
| e. American Red Cross                               | _____ | _____ | (IND) |

G. ADDITIONAL KNOWLEDGE FACTORS

- |  |       |       |         |
|--|-------|-------|---------|
| 1. Know the location of:                           |       |       |         |
| a. NAS Officer BOQ/Enlisted BEQ                    | _____ | _____ | (CDO)   |
| b. NAS Operations (passenger terminal)             | _____ | _____ | (CDO)   |
| c. D/FW Airport                                    | _____ | _____ | (CDO)   |
| d. Dallas Love Field Airport                       | _____ | _____ |         |
| 2. Brief by ADMIN on Leave Check In/Out Procedures | _____ | _____ | (ADMIN) |
| 3. Brief by Public Affairs Officer                 | _____ | _____ | (PAO)   |
| 4. Protocol  |       |       |         |
| Read <u>U.S. Navy Regulations, 1990.</u>           |       |       |         |
| Chapter 7, section 3, Administration & Discipline. | _____ | _____ | (IND)   |
| 0903 Authority & Responsibility                    | _____ | _____ | (IND)   |



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## DUTY PETTY OFFICER QUALIFICATION/REVIEW SHEET

\*\*\*\*\*  
 This qualification sheet is designed to familiarize you with the minimum knowledge/performance requirements of a Duty Petty Officer. It is to be completed within four weeks of your first indoctrination watch. Signatures of the cognizant staff member indicated for each item is required. ("IND" = individual trainee).  
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NAME: \_\_\_\_\_ DATE STARTED: \_\_\_\_\_  
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<u>A. PRELIMINARY REQUIREMENTS</u>	<u>DATE</u>	<u>SIGNATURE</u>
1. Possess valid driver's license	_____	_____ (CDO)
 <u>B. PHYSICAL/OPERATION SECURITY</u>		
1. Review REDCOMREG11INST 5510.6A- Classified Security Program.	_____	_____ (IND)
2. Differentiate responsibilities of Base Security/OOD/Fire Dept/ Emergency Care	_____	_____ (CDO)
3. Demonstrate annotation of security container check sheets.	_____	_____ (DPO)
 <u>C. MOBILIZATION AND RECALL PROCEDURES</u>		
1. Review REDCOMREG11 Logistic Support mobilization Plan (LSMP).	_____	_____ (IND)
2. Review REDCOMREG11INST 3500.1. Uniform System of Alert Conditions (LERTCONS)	_____	_____ (IND)
3. Locate and understand staff and center recall bills.	_____	_____ (CDO)
4. Demonstrate STU III usage.	_____	_____ (CDO)

Encl (2)

2. Protocol

Read U.S. Navy Regulations, 1990.  
Chapter 7, section 3, Administration  
and discipline.

\_\_\_\_\_  
(DPO)

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H. UNDER INSTRUCTION WATCHES: Stand two watches under  
instruction of a qualified Duty Petty Officer.

a. First under instruction watch.

\_\_\_\_\_  
(DPO)

b. Second under instruction watch.

\_\_\_\_\_  
(DPO)

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I. INTERVIEW: Senior Watch Officer for  
general watch procedures.

\_\_\_\_\_  
(SWO)

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J. QUALIFICATION:

\_\_\_\_\_ has completed all requirements for  
qualification as Duty Petty Officer and is so recommended.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chief of Staff/Chief Staff Officer)

K. QUALIFICATION:

\_\_\_\_\_ is qualified and may be assigned DPO  
duties per REDCOMREG11INST 1601.1C.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chief of Staff/Chief Staff Officer)

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BEEPER OPERATION

1. Both the Command Duty Officer and Duty Petty Officer carry pagers ("beepers"). The beeper can be reached throughout the metropolix area. Duty beeper telephone numbers are as follows:

CDO: (817) 792-8279

DPO: (817) 792-8353

2. To activate the beeper, dial the CDO/DPO pager number including the area code. After the tone, dial in the number you desire the CDO/DPO to call back, then terminate the call. The pagers do not have voice mail feature.

3. To answer a pager call, dial the telephone number showing in the digital display window on the top of the pager unit.

Encl (3)

DUTY PETTY OFFICER DAILY CHECKLIST

This checklist will be used daily by the DPO. Any problems noted shall be reported to the CDO as well as logged in the DPO's logbook.

\_\_\_ Open building at 0700 on workdays. (unlock front doors)

\_\_\_ Security check of security containers upon arrival and securing each workday.

\_\_\_ Clean and secure second deck galley, ensuring all appliances are turned off prior to departing.

\_\_\_ Tour spaces securing lights at end of workday. Check for and resolve safety hazards.

\_\_\_ Set/secure the telephone system night service setting and answering machine at the end of the workday/upon arriving in the morning.

\_\_\_ Secure exterior doors at 1630 on working days.

\_\_\_ Check for any unusual circumstances in the building; i.e., fire hazards, smell of smoke, loose wiring, improperly removed trash or recyclables.

\_\_\_ Perform operation check of all REDCOM government vehicles at turnover. Operator's Inspection Guide and trouble Report (DD 1358) must be filled out prior to use of vehicles. Questions concerning completion of DD 1358 should be directed to (Code N4)

Encl (4)